

GENERAL DEFINITION OF WORK:

Performs responsible professional work involving the preparation and/or maintenance of fiscal and related records; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:**Overseeing and assisting with the preparation of financial reports and records; entering, verifying and checking data; processing budget and other financial accounts.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises staff including training, hiring and disciplinary actions; prepares and approves staff performance evaluations, leave records and time sheets; assists with the development and implementation of policies and procedures.
- Prepares and analyzes complex financial reports and records.
- Controls and maintains general ledger activity by establishing new accounts, deleting accounts, inactivating accounts and closing monthly and year end accounting periods.
- Reconciles accounts and prepares corrective action for revenue, expense and balance sheet accounts; reviews, authorizes and posts journal entries, budget actions, adjusting entries and internal billings.
- Oversees and authorizes petty cash replenishments and internal controls; conducts audits on funds.
- Prepares quarterly and yearly audit worksheets; compiles reports and provides additional financial information.
- Assists in interpreting, applying and ensuring compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Oversees and approves bond reimbursements, accounts receivable, software reconciliations, grant reimbursements, accounts payable checks and purchase orders, performance bond payments, health insurance and dental plan payments, sales tax payments, compensation board expenditures, etc.
- Prepares, reviews and edits Comprehensive Annual Financial Report (CAFR).
- Reviews and reconciles state and federal revenue postings and balances to Auditor of Public Accounts and Department of Education.
- Oversees school activity funds, capital asset and capital project reconciliations and balancing.
- Reviews monthly financial reports for revenue, expense, balance sheet and trial balance.
- Computes and verifies interest earnings on Public Private Trusts.
- Reviews, reconciles and moves accounts payable, accounts receivable, payroll and general ledger holding files; prepares year end revenue accruals and adjustments; reviews and approves cost allocation reports.
- Maintains accounts payable general ledger control; verifies and balances SNAP statements to general ledger; completes software uploads to general ledger.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of governmental accounting and budgeting principles, rules and regulations; thorough knowledge of accounting terminology, methods, procedures and equipment; thorough knowledge of principles and procedures of financial record keeping and reporting; ability to understand and follow oral and written directions; ability to establish and follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to understand and apply laws and established policies to the maintenance of financial records; ability to prepare complete and accurate reports from various accounting data; ability to analyze reporting data and make recommendations; ability to verify accounting documents and forms for accuracy and completeness; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from accredited college or university with major course work in accounting or related field and considerable accounting experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.